OFFICE OF THE GOVERNOR BUDGET AND PROGRAM PLANNING

STATE OF MONTANA

BRIAN SCHWEITZER GOVERNOR



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15B - Memo 5

DATE: May 7, 2012

TO: Elected Officials

Department Directors

Centralized Services Administrators

FROM: Dan Villa, Budget Director

Office of Budget and Program Planning

SUBJECT: Agency Goals and Objectives – 2015 Biennium

17-7-111(3)(c), MCA, states:

"The agency budget request must set forth

a statement of the agency mission and a statement of goals and objectives for each program of the agency. The goals and objectives must include, in a concise form, sufficient specific information and quantifiable information to enable the legislature to formulate an appropriations policy regarding the agency and its programs and to allow a determination, at some future date, on whether the agency has succeeded in attaining its goals and objectives."

The statement of goals and objectives for each program of the agency, required by the statute above, must be submitted to the Budget Director, as part of its budget request, by September 1, 2012.

The following page contains guidance for Executive Branch agencies in developing their programs' goals and objectives as required by statute. It is provided as a courtesy for all of your information.

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In an attempt to bring some consistency to this effort across and within Executive Branch agencies, I offer some guidance that I hope you will find useful. Agencies should consider the goals and objectives developed as part of the 2013 Biennium Executive Budget as they develop their goals and objectives for the 2015 Biennium. Please look for opportunities to "keep it simple" and reduce unnecessary verbiage. A "less is more" approach will ease the process for all of us.

Agency goals and objectives should be consistent with the guiding principles of the Schweitzer Administration. These themes should be applied within the following three Guiding Principles:

- 1. Sustainability
- 2. Efficiency
- 3. Effectiveness

Discussions on Executive Branch agency goals and objectives should occur between the Governor's Office policy staff, OBPP staff, and agency staff between now and the submittal date of **September 1**. Agencies should begin now to develop their goals and objectives and communicate often with both budget and policy staff in the Governor's Office.